

**STEWART B. MCKINNEY**  
**Education of Homeless Children and Youth**  
**Self-Monitoring Guide**



**Tennessee Department of Education**  
**5<sup>th</sup> Floor, Andrew Johnson Tower**  
**710 James Robertson Parkway**  
**Nashville, TN 37243-0379**

Name of School System	
School Year	
Date of Review	
Reviewer's Name	
Reviewer's Title	
Amount of Grant Award	

## **HOMELESS EDUCATION MONITORING**

The Stewart B. McKinney Homeless Assistance Act requires the State Education Agency (SEA) to review the homeless education programs established by all local education agencies (LEAs) that receive funds under the Act. LEAs will use the self-monitoring guide to report pertinent information to the SEA. The self-monitoring guide will be used to:

1. Provide school systems with a comprehensive self-monitoring tool to assist with the administration of Homeless Education programs.
2. Ensure that the LEA has implemented its project according to the application it submitted to the agency.
3. Ensure that the LEA has implemented a program that assures the enrollment, attendance, and school success of homeless students
4. Ensure that the project is in compliance with federal and state requirements concerning the program.
5. Provide information to the SEA to design technical assistance to individual school systems to meet their individual needs.

LEAs must complete the self-monitoring guide and provide a copy for the Homeless Education Project Director by **April 25, 2003**. Each Education of Homeless Children and Youth project will be monitored on a rotating schedule, for compliance with the approved project application and grant contract. The rotation will be once every three years, or more often, if necessary.

**PART I**  
**IDENTIFICATION, ENROLLMENT, ATTENDANCE, AND SUCCESS OF**  
**HOMELESS CHILDREN AND YOUTH**

1. How many homeless children reside in your school district? List the shelters, agencies, schools and/or other places in which homeless children reside.  <div style="border: 1px solid black; width: 100px; height: 40px; margin: 10px auto;"></div> <p style="text-align: center;">Total Number of Homeless Children in School District</p>	Shelter/Agency/School	# Preschool	#School-aged

\*\* (Use extra sheets if necessary)

2. How many homeless children residing in the district do not attend school on a regular basis? _____
3. Has the LEA set aside funds from its Title I, Part A allocation as required by the No Child Left Behind Act? _____ Amount \$ _____
Comments:

\*\*There are spaces provided for comments. If additional space is needed, you may attach extra comment sheets.

Compliance Indicator (s)	Yes	No	N/A
4. Has the LEA designated a homeless liaison to ensure that homeless children and youth enroll and succeed in school; and homeless families, children, and youth receive educational services for which such families, children, and youth are eligible?			
Comments:			
5. Has the LEA reviewed and revised policies and procedures that may act as barriers to the enrollment, attendance, and school success of homeless children and youth?			
Comments:			
6. Has the LEA adopted policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin?			
Comments:			
7. Has the LEA adopted policies and procedures to ensure that homeless children and youth are not stigmatized or segregated on the basis of their status as homeless?			
Comments:			

Compliance Indicator (s)	Yes	No	N/A
8. Does the LEA have procedures to identify school-age homeless children and youth?			
9. Does the LEA have procedures to determine whether or not homeless children and youth are enrolled and attending school? If so, describe the procedures used.	Comments:		
10. Does the LEA make special efforts to ensure the enrollment and attendance of homeless children who do not currently attend school? If so, describe the efforts used.			
	Comments:		
11. Does the LEA allow homeless children to enroll even if they reside in another district?			
12. Does the LEA allow homeless children to enroll if they are not living with a parent or other legal guardian? If no, please explain the district's policy regarding children who reside in the district separate from a parent, legal guardian, or other person having legal control of the child.			
	Comments:		
13. Does the LEA allow homeless children to enroll if they cannot demonstrate proof of residency? If not, please describe residency requirements that homeless students must meet.			
	Comments:		
14. Does the LEA allow homeless children to enroll if they do not have a permanent address?			
15. Does the LEA allow homeless children to enroll if they do not have records from a previous school?			
16. Does the LEA allow homeless children to enroll if they have not officially withdrawn from their previously attended school?			
17. Does the LEA allow homeless children to Enroll if they cannot demonstrate proof of immunization?			
18. Does the LEA accept documents other than a birth certificate to prove a child's date of birth? If so, please describe these documents.			
	Comments:		
19. Does the LEA transfer a homeless child's records even if the child owes a fine or has other unpaid bills?			
20. When determining school placement of a homeless student, is the child's best interest considered? If so, what are the criteria for determining the child's best interest?			
	Comments:		
21. When determining school placement of a homeless student, is consideration given to requests made by parents for school assignment?			

Compliance Indicator (s)	Yes	No	N/A
22. When determining school placement of homeless students, are the students allowed to complete the school year in the school they attended when they became homeless, even if they moved to another attendance zone?			
23. When determining school placement of homeless students, are the students allowed to return to the school they attended prior to becoming homeless, if the homelessness occurred during the summer and resulted in the students moving out of the attendance zone?			
24. Does the LEA make special efforts to ensure that homeless children are enrolled in a manner that does not draw attention to their living arrangements?			
25. Does the LEA provide information on student enrollment policies and procedures in locations outside the central administration office? If so, where?	Comments:		
26. If a homeless student is denied access to school, are the student and/or the student's parents notified of their right to an appeal process? If so, please describe the procedure for notifying the student/parents.			
	Comments:		
27. In order to meet student needs, has the LEA established a procedure to assist appropriate school personnel in identifying homeless children? If so, please describe the procedure.			
	Comments:		
28. Are homeless children's records protected so that inappropriate disclosure of the students' living status is prevented? If so, describe the policies that are in place to protect against inappropriate disclosure of the students' living arrangements.			
	Comments:		
29. Do homeless children receive the same regular academic program as non-homeless children? If not, please explain the placement procedures for homeless children.			
	Comments:		

Compliance Indicator (s)	Yes	No	N/A
<p>30. Are eligible homeless students provided the following services in the same manner as non-homeless students? Check all that apply from the list below.</p> <p> <input type="checkbox"/> Title I  <input type="checkbox"/> Special Education  <input type="checkbox"/> Gifted/Talented  <input type="checkbox"/> Vocational Education  <input type="checkbox"/> Work-Study  <input type="checkbox"/> Bilingual Education./English as a Second Language  <input type="checkbox"/> Art/Music  <input type="checkbox"/> Physical Education  <input type="checkbox"/> Health  <input type="checkbox"/> Transportation  <input type="checkbox"/> Counseling  <input type="checkbox"/> Tutoring  <input type="checkbox"/> Teen Parenting Programs  <input type="checkbox"/> Before-, after-, and summer school programs  <input type="checkbox"/> Extracurricular Activities  <input type="checkbox"/> Alternative Education  <input type="checkbox"/> Other </p>			
Comments:			
<p>31. Is assessment for and placement in all the programs listed above made promptly and in accordance with the laws and regulations that govern the programs/services?</p>			
Comments:			
<p>32. Are homeless children evaluated immediately upon enrollment to determine eligibility for free/reduced meal programs? If so, briefly describe the procedure.</p>			
Comments:			
<p>33. Are homeless children who qualify for free/reduced meal programs able to access them?</p>			
<p>34. If the program is conducted on school grounds, are any non-homeless children being served? If so, how many?</p>			
# of Students:			
<p>35. Describe how homeless children are provided equal access to the same public pre-school programs (Head Start, Even Start, Pre-K, Title I Preschool, etc.) as provided non-homeless children?</p>			

36. What state and/or local social service agencies or programs are providing services to homeless children and their families? Is the school system coordinating?
37. What coordinating activities have been successful?
38. Describe how the relationships between the school system and the local service providers have evolved/developed/grown.
39. Describe the progress made toward achieving the goals of the program.

## PART II FISCAL COMPLIANCE

Compliance Indicator (s)	Yes	No	N/A
1. Does the LEA maintain records to show how funds were actually expended? If not, explain.			
	Comments:		
2. Are McKinney funds being used to supplement (not to supplant or substitute) other federal, state, or local funds that were previously used to provide services to homeless children and youth? If not, explain.			
	Comments:		